

MINUTES OF THE REGULAR
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY
OF MICHIGAN CITY, INDIANA, HELD ON
THURSDAY, SEPTEMBER 23, 2021

The Commissioners of the Housing Authority of the City of Michigan City, Indiana held a regular board meeting on Thursday, September 23, 2021 at 3:00 p.m. The meeting began at 3:05 p.m. and was held at the Michigan City Housing Authority, 621 East Michigan Boulevard, Michigan City, Indiana 46360 via Zoom. Attendees at this meeting included Chairperson Milton Malone (in person), Vice Chairperson Lester Norvell (in person), Commissioner Carla Mock, Commissioner Doretha Sanders-Malone, Commissioner Willie Lee, and Commissioner Kenneth Fly (in person). Attorney Nelson Pichardo attended this meeting. Public attendees included ALCO-TV Representative Andre Steele (in person). Housing Authority employees included Executive Director Sharon Hutton, Finance TA Chris Vincent, Finance Manager Philana Dungey, Housing Choice Voucher (HCV) Housing Manager Kathy Howell, Account Receivables Rochelle Allison, Property Manager Curtis Lewis, Office Assistant Blanche Meriweather, and Receptionist Finance Assistant Robin Fly.

CALL TO ORDER:

Pledge Allegiance

Silent Meditation

OLD BUSINESS:

Minutes: August 26, 2021

Chairperson Malone called for approval of the August 26, 2021 Board meeting minutes as presented to the Board. Vice Chairperson Norvell motioned to approve the minutes. Commissioner Fly seconded the motion.

AYES

Milton Malone
Lester Norvell
Carla Mock
Doretha Sanders Malone
Willie Lee
Kenneth Fly

NAYS

CARRIED

NEW BUSINESS:

Board Approvals and Informational Updates

- **Resolution Number 2021-12 Budget**

Housing Authority Rental Income

Chairperson Malone called for approval of Resolution Number 2021-12 regarding the Fiscal Year 2022 Budget as presented to the Board. Finance TA Vincent explained to the Board that fiscal year 2022 budget involves both the Housing Authority and Section 8 budgets. He said that the Housing Authority has an estimated budget total of \$505,000 for rental income for fiscal year 2022, and year to date annualized the Housing Authority had a budget total of \$410,628 for rental income. He said that there is an increase in the estimated rental income budget for year 2022.

Housing Authority Revenues – HUD PHA Grants

In reference to revenue income involving the HUD PHA Grants, Finance TA Vincent informed the Board that estimated budgeted grant amounts for year 2022 include \$99,606 for capital fund operations of \$99,606 and \$525,000 for the operating subsidy. The year to date annualized allocated amount was \$862,224, and according to Finance TA Vincent, this subsidy amount (\$862,224) was larger due to the CARES monies included in that total. He said that he allocated a conservative estimate of \$525,000 for the operating subsidy.

Finance TA Vincent said the he budgeted a total of \$1,750,500 for Section 8 HAP revenue and \$169,00 for Section 8 HAP admin revenue. He said that the estimated budgeted HUD PHA grants for fiscal year 2022 total \$2,583,948. Both public housing and Section 8 budgeted total revenues for fiscal year 2022 are in the amount of \$3,131,548 according to Finance TA Vincent.

Housing Authority Expenses

In regards to the fiscal year 2022 budgeted operating expenses Finance TA Vincent said that administrative salaries are budgeted at \$327,587 with a total administrative expense of \$691,383. Tenant Services are budgeted at \$4,400 and utility expenses are budgeted at \$232,200, and according to Finance TA Vincent, total maintenance expenses are budgeted at \$396,623 which include labor at \$170,707, maintenance materials at \$40,000, maintenance operations at \$11,000, and all other maintenance expenses such as extermination, routine maintenance.

Finance TA Vincent said that other fiscal year 2022 budgeted expenses include protective services such as security budgeted at \$16,000, and general expense which consist of insurance expenses that are increasing resulting in a high estimate budget for general expense at \$142,700.

Finance TA Vincent explained to the Board that in reference to rental income he budgeted on a conservative basis and in reference to expenses he budgeted on a more aggressive basis. In reference to non-routine expense Finance TA Vincent said that the budgeted \$21,000. The Section 8 major expenses include \$1,640,00 for occupied units, \$58,000 for utility allowance, \$28,000 for

homeownership, and \$72,000 for port out with other expenses for a total budget expense of \$1,813,850 and according to Finance TA Vincent.

Finance TA Vincent said that for fiscal year 2022 the Michigan City Housing Authority has a total estimated operating income budget of \$3,131,548 and a total estimated operating expense budget at \$3,218,156 with a resulting deficit of \$86,608. With no questions regarding the fiscal year 2022 Housing Authority operating budget Vice Chairperson Norvell motioned to approve the budget as presented to the Board. Commissioner Fly seconded the motion.

RESOLUTION NUMBER 2021-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE OPERATING BUDGET FOR FISCAL YEAR 2022.

AYES

Milton Malone
Lester Norvell
Carla Mock
Doretha Sanders Malone
Willie Lee
Kenneth Fly

NAYS

CARRIED

• **Resolution Number 2021-13 Vacated Tenant Write Offs**

Chairperson Malone called for the approval of Resolution Number 2021-13 regarding the write off of vacated tenant accounts. Executive Director Hutton said that the vacated accounts go far back as year 2015 to present. She said that this Housing Authority has not been processing its write offs since year 2015. Chairperson Malone said that the approximate total amount of write off amount is \$141,073.35.

Commissioner Fly asked Executive Director Hutton to explain what the write offs represent. In response, Executive Director Hutton said that the write offs are vacated accounts and that this is monies owed to the Housing Authority. Chairperson Malone said that last audit was successful and that the Housing Authority is moving in the right direction. He said that the accounts go back to year 2015 and that none of the former residents on the attached write off list are residing at this Housing Authority.

Chairperson Malone said that this write off process is part of the action plan with the United States Department of Housing and Urban Development (HUD) to clean up the finance books, and that the Housing Authority is moving in the right direction. He said that it is bad finance practice to carry write offs on the finance books so many years. He also commended the Housing Authority Finance Department which includes Executive Director Hutton, Finance TA Vincent, and Finance Manager Dungey for resolving this finance matter. With no questions or comments Commissioner

Mock motioned approval of vacated tenant write offs with approximate total amount of \$141,073.35. Vice Chairperson Norvell seconded the motion.

RESOLUTION NUMBER 2021-13

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO WRITE OFF PUBLIC HOUSING VACATED TENANTS ACCOUNTS RECEIVABLES FOR AN APPROXIMATE TOTAL AMOUNT OF \$141,073.35.

AYES

NAYS

Milton Malone
Lester Norvell
Carla Mock
Doretha Sanders Malone
Willie Lee
Kenneth Fly

CARRIED

Reports

• **Finance Report**

Chairperson Malone called for discussion of the Finance Report as presented to the Board. Finance Manager Dungey informed the Board that in reference to Resolution Number 2021-13 regarding the total vacated tenant write amount, that total amount is subject to change due to the identification of more accounts. She said that everything is going in the right direction, and the Housing Authority is working towards getting the work orders in line. The accounts are being cleared up according to Finance Manager Dungey.

• **Director's Report**

Chairperson Malone called for Director's Report. Executive Director Hutton informed the Board that the Housing Authority is nearing the fiscal year end. She said that audit will start 60 days after the closing of the fiscal year on September 30, 2021, and the audit will be due 9 months thereafter. The past audit has been accepted by HUD according to Executive Director Hutton.

Executive Director Hutton also said that the Housing Authority is still accepting emergency rental assistance payments, and that the last day to apply for rental assistance from IHADA Indiana Emergency Rental Assistance (IERA) program is on September 28, 2021. She said that applicants can apply on their cell phones and that the phone number is 211.

• **MCHA's Attorney Report**

Chairperson Malone called for the Attorney Report. Attorney Pichardo said that with the moratorium being lifted and the evictions starting back up, his law firm has received evictions

from the Housing Authority to begin the eviction filing process. He informed the Board that the courts are back up due to numerous case filings.

In reference to applying for rental assistance Attorney Pichardo said that there are also tools and resources within the county and encouraged anyone needing rental assistance to contact the Housing Authority, himself, or any other official that might help find the necessary information to apply for those funds.

Other Business

Chairperson Malone called for any other business to be presented to the Board. Commissioner Fly clarified that the public housing waiting list will remain open until there are 1,500 applicants. Chairperson Malone asked how many persons are on the waiting list. In response, Executive Director Hutton said that there are approximately 489 applicants for which 269 or 279 are applicants from Michigan City.

Public Comment (3-minute limit)

Chairperson Malone called for public comment. There were no public comments to present to the Board.

ADJOURNMENT:

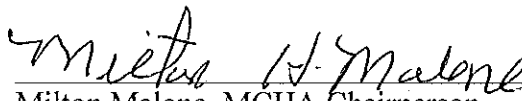
Chairperson Malone called for adjournment of the regular Board meeting. Vice Chairperson Norvell motioned to adjourn the meeting. Commissioner Fly seconded the motion. The meeting adjourned at approximately 3:30 p.m.


AYES

Milton Malone
Lester Norvell
Carla Mock
Doretha Sanders Malone
Willie Lee
Kenneth Fly

NAYS

CARRIED


Milton Malone, MCHA Chairperson



Sharon Hutton, MCHA Executive Director

ATTEST:

RESOLUTION NUMBER 2021-12

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO APPROVE OPERATING BUDGET FOR FISCAL YEAR 2022.

WHEREAS, the Housing Authority prepares an estimated fiscal year operating budget each year, and

WHEREAS, the Housing Authority fiscal year starts at the beginning of October and ends last day of September, and

WHEREAS, a draft of operating budget estimates is presented to the Board of review and approval.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Michigan City, Indiana approved Fiscal Year Fiscal Year 2022 Operating Budget.

Adopted the 23rd day of September 2021.

Resolution moved by: Vice Chairperson Lester Norvell

Resolution seconded by: Commissioner Kenneth Fly



Milton Malone, MCHA Chairperson

ATTEST

Michigan City Housing Authority 2022 Budget
 Total Agency Operating Budget

Operating Income	Rental Income	Total Agency 2022 Budget	Capital Fund 2022 Budget	Actual Yr to Date	Yr to Date Actualized	AMP 1		Section 8	
						2022 Actual	Two Year Average	2022 Actual	Two Year Average
3110 - Dwelling Rent		497,000		307,834	410,579	424,572	447,576	1,487,100	
3180 - Nonwelfare Rent		8,500		49	49	13,042	6,546	3,300	
3120 - Expense Utilities		505,500		307,983	470,628	497,615	454,121	505,500	
Total Rental Income		1,010,000		615,866	881,256	935,229	908,243	1,000,000	
Revenues - HUD PHA Grants									
3401.11 - Section 8 Grants - Cap Fund Operations		99,506	99,506	-	-	-	-	99,506	
3401.2 - Operating Subsidy (at proration)		526,000	525,000	644,607	662,224	276,990	659,607	652,000	
3401.31 - Capital Fund Admin (1410)		-	-	-	-	-	-	39,842	
3401.33 - Capital Fund - Const (1410)		39,842	39,842	-	-	-	-	39,842	
3401.34 - Capital Fund - Const (1410)		-	-	-	-	-	-	-	
3411 - Section 8 HAP Revenue		1,730,500	-	-	-	-	-	-	
3412 - Section 8 Admin Revenue		169,000	-	-	-	-	-	-	
Total Revenues - HUD PHA Grants		2,524,848	624,448	648,638	862,224	476,990	669,607	1,382,169	
Nonrental Income									
3670 - Interest		1,050	950	393	391	959	675	330	
3690.1 - Tenant Income		5,500	5,500	4,307	5,981	2,969	4,475	1,110	
3690.2 - Non-Tenant Income		32,000	35,000	50,766	67,688	31,044	49,566	35,000	
3691 - Other Income		100	100	-	-	100	50	100	
3691.5 - Fraud Recovery - Admin Portion		300	-	3	-	-	2	-	
3692 - Other Income - NYA		150	-	-	4	-	3	-	
Total Nonrental Income		42,100	41,550	55,548	74,064	35,072	54,668	41,550	
Fee Revenue									
3507.1 - Public Housing Management Fees		-	-	-	-	-	-	-	
3507.11 - Section 8 Management Fees		-	-	-	-	-	-	-	
3507.3 - Public Housing Bookkeeping Fees		-	-	-	-	-	-	-	
3507.31 - Section 8 Bookkeeping Fees		-	-	-	-	-	-	-	
3507.32 - Capital Funds Admin Fee		-	-	-	-	-	-	-	
3507.51 - Asset Mgmt Fees		-	-	-	-	-	-	-	
Total Fee Revenue		-	-	-	-	-	-	-	
Total Operating Income		1,010,000	624,448	615,866	881,256	935,229	908,243	1,000,000	

Total Agency Operating Budget (Continued)

Operating Expenses	TOTAL AGENCY 2022 BUDGET	TOTAL AGENCY 2022 BUDGET	ACTUAL YR TO DATE	YR TO DATE ANNUALIZED	2020 ACTUAL		TWO YEAR AVERAGE		2020 ACTUAL		TWO YEAR AVERAGE	
					ACTUAL	AVG	ACTUAL	AVG	ACTUAL	AVG		
Administration												
4110 - Administrative Salaries	327,587	261,924	151,346	175,935	140,906	158,150	140,906	158,150	140,906	158,150	140,906	158,150
4110.9 - Admin Sal. Comp. Absences Contro	-	-	-	-	-	-	-	-	-	-	-	-
4130 - Local Expense	13,000	12,500	7,298	16,828	12,076	14,302	12,076	14,302	12,076	14,302	12,076	14,302
4130.1 - Maintenance Fees	-	-	-	-	-	-	-	-	-	-	-	-
4130.3 - Bookkeeping Fees	-	-	-	-	-	-	-	-	-	-	-	-
4130.51 - Assn. Mgmt. Fees	-	-	-	-	-	-	-	-	-	-	-	-
4140 - Staff Training	6,500	6,000	6,370	11,427	699	5,063	699	5,063	699	5,063	699	5,063
4150 - Travel	6,500	6,000	7,076	9,435	173	4,804	173	4,804	173	4,804	173	4,804
4170 - Accounting Fees	6,500	6,000	6,370	11,427	699	5,063	699	5,063	699	5,063	699	5,063
4171 - Auditing	12,500	8,000	4,747	6,328	6,135	6,282	6,135	6,282	6,135	6,282	6,135	6,282
4182 - Employee Benefits - Admin	1,500	1,500	1,635	3,270	1,635	1,635	1,635	1,635	1,635	1,635	1,635	1,635
4182.8 - Emp. Educat. Comp. Abs. Contro	109,546	81,466	38,095	50,673	46,374	48,524	46,374	48,524	46,374	48,524	46,374	48,524
4185 - Telephone	-	-	-	-	-	-	-	-	-	-	-	-
4189 - Rent	6,700	4,200	673	767	4,354	2,560	4,354	2,560	4,354	2,560	4,354	2,560
4190.1 - Publications	800	300	263	359	-	178	-	178	-	178	-	178
4190.2 - Membership Dues and Fees	2,600	1,500	1,630	1,133	1,521	1,392	1,521	1,392	1,521	1,392	1,521	1,392
4190.3 - Admin Services Contracted	71,000	49,000	26,008	34,731	48,567	41,849	48,567	41,849	48,567	41,849	48,567	41,849
4190.4 - Office Supplies	12,000	9,000	10,748	14,344	1,609	10,977	1,609	10,977	1,609	10,977	1,609	10,977
4190.5 - Other Supply Expense	16,500	13,000	15,707	18,383	6,265	13,334	6,265	13,334	6,265	13,334	6,265	13,334
4190.6 - Cell Bad Debt - Legal	500	500	-	-	-	-	-	-	-	-	-	-
4190.8 - Advertising and Marketing	1,650	1,500	1,018	1,448	471	508	471	508	471	508	471	508
4190.7 - Consulting	-	-	-	-	-	-	-	-	-	-	-	-
4190.51 - Other Supply	3,200	2,000	-	-	-	-	-	-	-	-	-	-
Total Administration Expense	691,583	451,390	257,348	344,271	277,620	309,941	277,620	309,941	277,620	309,941	277,620	309,941
Tenant Services Expense												
4210 - Recreation, Publication & Other	-	-	-	-	-	-	-	-	-	-	-	-
4210.8 - Recreational Serv. Senior Comp Abs Contro	-	-	-	-	-	-	-	-	-	-	-	-
4220 - Recreation, Publication & Other	2,900	2,900	-	-	-	-	-	-	-	-	-	-
4222 - Emp. Benefits - Tenant Serv.	-	-	-	-	-	-	-	-	-	-	-	-
4222.9 - Emp. Benefits Comp. Abs. Contro	-	-	-	-	-	-	-	-	-	-	-	-
4230 - Contract Costs-Tenant Serv.	1,500	1,500	-	-	-	-	-	-	-	-	-	-
4231 - Resident Services	-	-	-	-	-	-	-	-	-	-	-	-
Total Tenant Services Expense	4,400	4,400	-	-	-	-	-	-	-	-	-	-
Utilities												
4310 - Water	66,000	56,000	27,379	37,305	71,922	54,614	71,922	54,614	71,922	54,614	71,922	54,614
4310.1 - Fire Protection/water hydraulic	2,200	2,200	974	1,228	1,595	1,567	1,595	1,567	1,595	1,567	1,595	1,567
4320 - Electricity	170,000	170,000	88,113	84,425	130,278	107,332	130,278	107,332	130,278	107,332	130,278	107,332
4350 - Gas	1,000	1,000	243	324	1,702	1,074	1,702	1,074	1,702	1,074	1,702	1,074
Total Utilities Expense	232,200	222,200	122,385	172,780	278,071	225,426	278,071	225,426	278,071	225,426	278,071	225,426
Total Operating Expenses	923,783	677,990	379,733	517,051	555,691	535,367	555,691	535,367	555,691	535,367	555,691	535,367

RESOLUTION NUMBER 2021-13

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MICHIGAN CITY, INDIANA TO WRITE OFF PUBLIC HOUSING VACATED TENANTS ACCOUNT RECEIVABLES FOR AN APPROXIMATE TOTAL AMOUNT OF \$141,073.35 FOR FISCAL YEAR 2021.

WHEREAS, the Housing Authority of the City of Michigan City, Indiana annually writes off vacated tenants past due accounts to prevent a remaining balance on the finance books, and

WHEREAS, attached is a list of vacated tenants and amounts.

NOW THEREFORE BE IT RESOLVED that Board of Commissioners authorized the write-off of vacated tenants public housing for an approximate total of \$141,073.35 for fiscal year 2021.

BE IT FURTHER RESOLVED that public housing accounts receivables are written off to prevent a negative finance status regarding the Housing Authority's operating subsidy in order to obtain full subsidy amount allocated by HUD.

Adopted this 23rd day of September 2021.

Resolution moved by: Commissioner Carla Mock

Resolution seconded by: Vice Chairperson Lester Norvell


Milton Malone, MCHA Chairperson

ATTEST:

Vacated Tenants With Outstanding Balances

Last Name	First Name	Last Known Address	Unit	Move Out Date	Balance Due
Baker	Dalonda	252 Merrihill Drive		5/21/2021	\$ 20,796.04
Bromley	Lester	610 Cedar Street	1		\$ 479.00
Bunnell	Elizabeth	422 E. 7Th Street	3		\$ 555.00
Burnett	Peggy			6/15/2017	\$ 707.41
Byrnes	Teresa			8/31/2017	\$ 190.00
Castro	Crystal			12/8/2016	\$ 4,988.00
Coffey	Johnnie B.			1/25/2018	\$ 499.99
Collins	William			9/1/2019	\$ 1,024.12
Cook	Thomas			7/6/2017	\$ 328.76
Corley	Antoinette	340 Kawick Road			\$ 100.00
Corley	Antionette			2/20/2020	\$ 3,390.00
Cripe	Jeffrey	409 E. 6TH Street	5		\$ 200.00
Cripe	Jeffrey			2/20/2018	\$ 386.71
Crume	Erma			8/1/2019	\$ 22.13
Denny	William			6/1/2017	\$ 197.99
Estep	Victoria	409 E. 6TH Street	8		\$ 100.00
Evans	Staci	230 Merrihill Drive			\$ 5,300.13
Evans	Michael			3/15/2018	\$ 1,536.96
Evans	Shanica			11/23/2016	\$ 355.05
Flowers	Charolette			2/1/2016	\$ 41.91
Flowers, Jr.	James				\$ 200.00
Ford	Dorian			3/31/2016	\$ 926.00
Garrett	Robert	406 E. 7th Street	8		\$ 330.00
Garrett	Robert			4/30/2021	\$ 128.33
Gay	Bubble	610 Cedar Street	4		\$ 297.00
Groth	Russell			3/31/2017	\$ 1,274.58
Hampton	Takisha			1/13/2020	\$ 529.34
Harris	Tracy	222 Merrihill Drive			\$ 100.00
Harris	Diamond			3/11/2020	\$ 5,487.15
Harris	Devon/Lamar			3/4/2020	\$ 2,307.71
Harris	Tracey			11/7/2017	\$ 1,704.99
Harris	Latisha			10/3/2016	\$ 1,042.69

Havis	Nathaniel	409 E. 6TH Street	8						100.00
Havis	Nathaniel							10/17/2018	\$ 1,170.78
Hester	Mykia	244 Merrihill Drive							\$ 2,185.84
Hill	Michelle							9/13/2017	\$ 1,252.44
Humphrey	Jeffrey	606 Cedar Street	1						\$ 150.00
Humphrey	Jeffrey							7/1/2018	\$ 705.24
Ingram	Eddie	402 E. 7TH Street	1						\$ 200.00
Jesse	Thomas	426 E. 7TH Street	3						\$ 2,731.00
Jesse	Thomas F.							1/29/2021	\$ 2,530.40
Johnson	Serquita							10/21/2019	\$ 6,158.77
Jones, Jr.	Spencer	413 E. 6TH Street	6					4/15/2021	\$ 2,546.00
Jordan	Felicia	421 E. 6TH Street	6						\$ 100.00
Kaczmarek	Dwayne							10/1/2018	\$ 10.84
King	Joyce							3/21/2016	\$ 799.50
Kinner	Doris							9/30/2018	\$ 479.25
Leeks	Willie	414 E. 7Th Street	6						\$ 3,190.00
Levin-Chester	Tamara							7/10/2017	\$ 509.62
Logman	Marvin							8/7/2019	\$ 1,199.00
Mack	Ashley							10/1/2019	\$ 4,721.92
Mahler	Paul	405 E. 6Th Street	3						\$ 155.00
Matthews	Shalonda							4/1/2017	\$ 1,847.03
Means	LaQuanta							9/8/2015	\$ 117.00
Merriweather	Camille							2/22/2018	\$ 3,650.61
Morris	Demetria							9/30/2018	\$ 857.77
Neal, Jr.	Robert								\$ 100.00
Nuttal	Tracey								\$ 149.49
Oesch	Jerri							8/1/2019	\$ 1,183.01
Oneil	Regina	338 Karwick Road						4/19/2021	\$ 4,778.37
Ott	Lisa	422 E. 7Th Street	2						\$ 1,697.00
Parker	Brianna							11/5/2015	\$ 401.72
Parks	Jasmine	222 Merrihill Drive							\$ 150.00
Parks	Jasmine							7/21/2020	\$ 4,707.75
Pegues	Harvey							9/30/2018	\$ 1,800.00
Peugh	Thomas H.							3/7/2017	\$ 4,594.56

